

MC2 – Job and Person Specification

Job title: Office Administrator

Reports to: Managing Director

Principal purpose of job: To ensure smooth day-to-day running of the agency, making sure the office is well maintained and providing administrative and secretarial support as required.

Experience and knowledge:

- IT literate.
- Excellent time keeping and attention to detail.

Responsibilities	Abilities and skills	Behaviours
<p>Liaising with suppliers and ensuring office supplies are fully stocked; stationery, kitchen, water and any other supplies.</p> <p>Organising weekly office rewards, such as Hump Day treats and Friday Drinks.</p> <p>Greeting guests and preparing tea and coffee as required.</p> <p>Maintaining a clean and tidy office environment, and making sure that communal areas and boardrooms are suitable for use.</p> <p>Dealing with incoming correspondence, enquiries and requests, including mail, phone calls and emails.</p> <p>Running errands including going to the post office and shopping.</p>	<p>Produces high quality and accurate administration with keen attention to detail.</p> <p>Able to organise time effectively and plan workload.</p> <p>Communicates well and builds rapport with employees of all levels of seniority.</p> <p>Excellent IT skills: Excel, Word, Outlook and Powerpoint.</p> <p>Excellent communication skills: spelling, grammar and telephone manner.</p> <p>Ability to act on initiative.</p> <p>Works proactively and co-operatively.</p>	<p>Has a confident and professional manner and is able to communicate effectively with clients and employees of all levels of seniority.</p> <p>Well organised and a confident communicator.</p> <p>Professional and approachable.</p> <p>Punctual, dedicated and reliable worker.</p> <p>An interest in the media and creative industry is desirable.</p>